The RDS Application Process: A Refresher

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Topics

- Application Reminders
- Application Deadline
- Application Extension Requests
- Actuarial Attestation
- Retiree File Submission
- General Reminders

Application Reminders

Application Reminders

- Renewing Plan Sponsors must:
  - Start and Submit an application for 2007 plan year
  - Submit an initial retiree list for 2007 plan year
  - Actuarial Attestation
  - Sign Plan Sponsor Agreement (AR Only)

- Plan Sponsor ID remains the same

- New Application ID assigned

Stacie Dembeck - Account Manager
Today is Aug 23, 2006

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Plan Sponsor List
With Application Summary

Plan Sponsor ID	Company Name	Authorized Rep	Incomplete	Pending	Approved	Rejected
50575	Apex Marketing Solutions	Juan Craft	4	0	0	0

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RDS Secure Web Site

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Start a New Application

An asterisk (*) indicates a required field.

Enter plan name, start date, and end date to generate an Application Number. This will allow you to save the application and return to it later.

*Plan Sponsor ID   [Select One ▼]

*Plan Name   [_____]

*Plan Start: [January ▼] [1 ▼] [2005 ▼]
*Plan End: [January ▼] [1 ▼] [2005 ▼]

[Continue]   [Cancel]

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Application Reminders Q & A

Q. What is the RDS definition of a plan year?

A. For purposes of the Retiree Drug Subsidy (RDS) Program, a plan year can be defined by the Plan Sponsor.

Application Reminders Q & A

Q. Are Plan Sponsors allowed to continue to use the same Unique Benefit Option ID from one plan year to the next?

A. Yes. However, please remember to notify your Vendor(s).

Signature of Plan Sponsor Authorized Representative

Check to approve ☐

*Security Question 1   What city were you born?

*Answer 1   [   ]

*Security Question 2   What is your favorite color?

*Answer 2   [   ]

[Submit] [Cancel]

Application Reminders

An Authorized Representative is an individual to whom the Plan Sponsor has granted the legal authority to bind the Plan Sponsor to the terms of the Plan Sponsor Agreement in the RDS application

Application Reminders

Example 1:

Authorized Representative include the Plan Sponsor's general partner, CFO, CEO, president, Human Resources Director, or an individual who holds a position of similar status and authority within the Plan Sponsor's organization

Example 2:

For multi-employer plans, the Authorized Representative does not have to be an employee of the Plan Sponsor, but may be a member of the jointly appointed board of trustees, which includes both labor and management trustees

Application Status

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Application Number: 40085 ▼ Go

Plan Sponsor ID: **50575**
Company: **Apex Marketing Solutions**
Authorized Representative: **Juan Craft**
Account Manager: **Stacie Dembeck**
Application ID: **40085**
Plan Name: **East Coast**
Plan Start Date: **Jan 01, 2006**   Plan End Date: **Dec 31, 2006**

Application Start Date: **Aug 14, 2006**
Application Submitted:

Application Section	Status
✔ Application Number Assigned	Complete
━ Assign Designee(s) (optional)	Incomplete
✔ Benefit Option(s)	Complete
✔ Assign Actuary(s)	Complete
✔ Attestation Summary	Complete
✔ Electronic Funds Transfer (EFT) Info	Complete
✔ Payment Frequency	Complete
✔ Retiree List Submission Method	Complete
━ Plan Sponsor Agreement	Incomplete

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Application Deadline

Application Deadline Reminders

- 90 days prior to the beginning of the plan year

- Regulation: 42 CFR 423.884(c)(5)

Application Deadline Examples

Example:

Plan Year: January 01, 2007 to December 31, 2007

Application Deadline: October 02, 2006

Application Extension Requests

Application Extension Requests Reminders

A 30 day application extension may be requested using the RDS Secure Web Site; however please keep in mind application extensions MUST:

- **Be submitted prior to the application filing deadline**
- **Be requested no later than 90 days prior to the beginning of the plan year**

Application Extension Request Examples

Example:

Plan year: January 01, 2007 to December 31, 2007

Application Deadline: October 02, 2006

Extension Deadline: October 02, 2006

New Deadline: November 01, 2006

Actuarial Attestation

Actuarial Attestation Reminders

- Review the plan year start and end dates
- For each Benefit Option that you are attesting, verify the Benefit Option plan type (self funded or fully insured) to assure the accuracy of the attestation
- Attestations of actuarial equivalence must be completed by the assigned actuary(ies) BEFORE the RDS application can be submitted

Actuarial Attestation Q & A

Q. If plan provisions have not changed, does my Actuary have to provide an actuarial attestation for my 2007 plan year?

A. Yes.

Retiree File Submission

Retiree File Submission Reminders

- Plan Sponsors MUST submit an initial retiree file with their new application

- Why?

Retiree File Submission Q & A

Q. What retirees should be included in the retiree file that is submitted for the plan year 2007 application?

A. The initial retiree file should include retirees you expect will be covered under the plan on the 1st day of the plan year. Changes (including new retirees) should be submitted during the file add/update/delete process.

General Reminders

General Reminders: Authorized Representative Verification Process

- E-Mail
  RDSPayment@cms.hhs.gov

- Instructions
  http://www.rds.cms.hhs.gov/news/announcements/ar_vetting_letter.htm

- Verification Status
  http://www.rds.cms.hhs.gov/news/announcements/ar_vetting_information.htm

General Reminders

- "How To" http://www.rds.cms.hhs.gov/how_to/

- Frequently Asked Questions

- E-mail CMS' RDS Center's Help Line at rds@cms.hhs.gov

- Call CMS' RDS Center's Help Line at (877) RDS-HELP, or (877) 737-4357. TTY for the hearing impaired: (877) RDS-TTY0, or (877) 737-8890

Thank you